

Accessing the McEachern Parking Facility – Off-Complex Agency Employees and Media Personnel

Assigned Agency Parking Spaces and Access Credentials (Placard and Proxy ID)

1. Agencies and media organizations wishing to obtain an assigned agency parking space in the McEachern Parking Facility should submit a request to the Parking Services Office. All requests will be processed in order of the date received.
2. Agencies and media organizations with assigned parking spaces in the facility will be issued **ONE** placard per shared space, regardless of the number of employees who may use the space. (For example, an agency with two spaces will receive two placards.)
3. Agency Parking Coordinators are responsible for collecting the names of employees who will use shared spaces and providing those names to Parking Services. These employees will be required to report to Parking Services to take an identification photograph and will be issued a proxy ID card.
4. Media personnel will not be issued a proxy ID card. Media personnel should show their press credentials to gain access to the State House from the parking facility.
5. Agency Parking Coordinators are responsible for maintaining agency placards and making them available to the appropriate employees when needed.

McEachern Parking Facility Hours of Operation

1. The McEachern Parking Facility will be open weekdays from 6:30 am until 9:00 pm. The facility is not open on State Holidays and weekends.
2. The facility will remain open until 11:00 pm on days that the General Assembly is in session or until after adjournment, whichever is later. The Pendleton Street Access will be the only entrance/exit open during on these times.
3. The Pendleton Street Access will be the sole point of entry to or exit from the parking facility after normal business hours, and can only be used by contacting the Bureau of Protective Services security desk located at the State House.
4. You may contact the security desk by using the intercom at the Pendleton Street Access entrance, by utilizing one of the call boxes located throughout the facility and at the exits from the Brown, Dennis, and Wade Hampton Buildings, or by calling (803) 734-2422.

Entering the McEachern Parking Facility

1. You must enter at Pendleton Street entrance or Senate Street entrance. All vehicles should have a placard to obtain entry into the facility, which must be displayed on the vehicle's rearview mirror with the state seal facing the windshield. Between the hours of 7:45 a.m. and 9:15 a.m. the gates will be open and Bureau of Protective Services (BPS) security personnel will manually screen all cars entering the facility. **Note:** When the Department of Homeland Security issues an Elevated Threat Alert, the gates will be operational whenever the facility is open.
2. If the BPS officer on duty is unable to see your placard, you will be required to stop and display either placard or proxy ID card. If neither placard nor proxy ID card can be produced, the officer

will direct your vehicle away from the entrance lane and you must find an alternative parking location.

3. Before 7:45 a.m. and after 9:15 a.m., the remote reader at the gate will capture the placard information and will automatically open for all active placards. **You MUST approach the gates at a speed of 10 miles per hour or less in order to allow the remote reader to capture placard information and raise the gate. If entering behind another car, wait for the gate to fully descend before approaching. Any vehicle attempting to pass through a gate that is still in the upright position from a previous car will be stopped by BPS officers.** If the reader does not read the placard, you may scan your proxy ID card to gain entrance.
4. If neither the placard nor the proxy ID card allows entrance, press the intercom to contact BPS for assistance.

Parking Facility Access to and from Capitol Complex Buildings

1. Once access to the facility has been granted and you have been issued a proxy ID card, you may enter the Wade Hampton, Calhoun, Brown, or Dennis buildings through any of the building entrance doors in the facility. Access to the Blatt and Gressette Buildings via parking facility entrances will be permitted on weekdays during normal business hours. Credentials issued by the House and Senate will be needed to access these building from the parking facility after normal business hours, on holidays, and on weekends.
2. To move between the Wade Hampton, Calhoun, Brown, or Dennis Buildings through the facility, you must scan your proxy ID card at the proxy reader located by the doors at each building exit leading into the parking facility.
3. Individuals without a proxy ID card **will not** have access to the parking facility from buildings, as proxy readers at building exits into the parking facility will only unlock doors when a proxy ID card is scanned. If you do not have your proxy ID card, you should access Capitol Complex buildings from the main entrances on the ground level.

Need Assistance?

1. If you are locked in a building, the parking facility, or are in need of immediate assistance in the parking facility, there are 46 emergency call boxes located throughout the facility and at the entrances to the parking facility from the buildings. An individual requiring assistance should simply press the button on the call box to speak with the Bureau of Protective Services dispatch desk located in the State House. To call BPS dispatch from your cell phone, dial (803) 724-2422.
2. If you have general questions about access to the Capitol Complex buildings or parking facility, please contact Parking Services by calling (803) 734-1638.
3. To report a mechanical problem with security system equipment in the parking facility (proxy readers, gates, doors, call boxes, etc.), please contact the DSIT Help Desk at (803) 896-0001. Operators will be available to assist you 24 hours a day, including weekends and state holidays.